

**DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITY
Payroll Officer 1
Human Resources Division**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates who have applied for and taken Payroll Officer Examination # 141140SPAC given on September 9, 2014, Lateral Transfers or Current State of Connecticut Employees who hold permanent status as a Payroll Officer 1.

Location: Wethersfield

Job Posting: P-7709

Schedule: Monday – Friday Full time, 40 hours

Salary: \$59,737 - \$75,440

Closing Date: October 8, 2014

The Department of Motor Vehicles is currently seeking qualified candidates to fill a Payroll Officer 1 position within the Human Resources Office of DMV. The successful candidate will be accountable for independently performing a broad range of payroll functions.

ELIGIBILITY REQUIREMENTS: Candidates must have either applied for and taken the recent Payroll Officer 1 exam, examination #141140SPAC given on September 9, 2014. Current State employees in the Payroll Officer 1 classification, or who have previously attained permanent status in the classification, may apply for a lateral transfer.

EXAMPLES OF DUTIES: The primary responsibilities of this position include, but are not limited to the following: Independently performing all of the payroll functions for the agency; processing accurate and timely biweekly payments; processing employee benefits and benefits billing in CORE-CT; maintain employee data in the CORE-CT System, including processing of new hires, terminations, status changes, tax changes, rate changes, deduction and direct deposit changes; maintain payroll records and timesheets; monitor compensatory and sick leave time; ensure accurate payments and deductions; research inquiries regarding payroll related information (i.e. accrual balances, deductions, and copies of W-2 forms); calculate retroactive adjustments, final check payments and prepare reports and correspondence; in addition, this position will process and maintain the Workers' Compensation benefits and claims reports; prepare retirement applications; maintain longevity records, coordinate employee benefits activity events (i.e. Open Enrollment, Deferred Compensation, Supplemental Insurance); assist with the FMLA reporting process. This position will be responsible for supervising two (2) Payroll Clerks.

PREFERRED EXPERIENCE AND SKILLS: Experience using PeopleSoft IT Software and/or the State's CORE-CT System; Experience with benefits administration in CORE-CT; Knowledge of employee retirement processing; Ability to prioritize assignments; Excellent organizational skills; Strong analytical and problem-solving skills; Excellent oral and written communication skills; Outstanding interpersonal and customer service skills; Experience using Microsoft Word and Excel; Strong supervisory abilities.

APPLICATION INSTRUCTIONS: Note: The filling of this position will be in accordance with Reemployment, SEBAC, Transfer, Promotion and Merit employment rules.

Interested and qualified candidates who meet the above requirements must submit a Cover Letter, Resume, and an Application for Examination or Employment (CT-HR-12) – available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) to:

Jeremy Kushin, Human Resources Associate
Department of Motor Vehicles
Human Resources Office, 2nd floor
60 State Street, Wethersfield, CT 06161
Or by Fax: (860) 263-5577
Or by Email to: jeremy.kushin@ct.gov

(Please indicate the job posting number on the application form)

Applications must be postmarked on or before **October 8, 2014**. **INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.